

Got Academic Accommodations?

Do Your Professors Know?



KEEP CALM
AND DO YOUR
SEMESTER
REQUEST



¿Tienes Apoyos Académicos?

¿Tus profesores lo saben?



MANTENGA LA CALMA
Y HAZ TU
SOLICITUD del
SEMESTRE

REMINDER! REQUEST ACCOMMODATION LETTERS BE SENT OUT TO YOUR FACULTY

Dear Student,

As a student with academic accommodations, it's *your* responsibility to complete the **Semester Request** process to authorize CASAS to send accommodation letters to your professors. This is essential since **CASAS doesn't automatically send accommodation letters to professors**. You must complete the Semester Request process:

1. **each semester** and (if applicable) **winter/summer intersession classes**, *and*
2. *again*, whenever you're approved for **additional accommodations**, *and*
3. *again*, if you **add a class** (e.g., during Add/Drop), or enroll in an **8-week class for the second half of the semester**, after CASAS already sent out your letters for the semester.

This ensures your professors are aware of your accommodations. If you haven't completed the Semester Request process for this semester, please do so **as soon as possible** since accommodations are effective only when your professor receives the accommodation letter from CASAS; they are **not applied retroactively**.

Completing the Semester Request Process

1. Log onto [Accommodate](#) through the "My SCSU Apps" page.
2. Select "Student" and login with your existing password.
3. Click "**Accommodation**" on the menu on the left.
4. Select "**Semester Request**" from the pull-down menu.
5. Click **Add New**.
6. You will see a light blue box listing your approved accommodations.

7. Under **Semester**, select the new semester from the pull-down menu, and your new classes will appear.
8. Do one (1) of the following:
 - a. If you want all accommodations sent to all your professors, click **Submit All Accommodations for All Classes**, and then click **Submit**.
 - b. If you want only certain accommodations shared with your professors, or only want certain professors to receive your accommodations, click **Submit for Selected Accommodations / Classes**, de-select those accommodations/professors you don't want shared/notified, and click **Submit**.

It's essential you **speak to your professors directly** about your accommodations and how they will be implemented in each course (not *why* you receive them).

An accommodation will not be honored (even if previously approved by CASAS) if it would change the fundamental or essential requirements or technical standards of a course, program, activity or placement, or if it would create an undue burden for the University.

If you have difficulty completing the Semester Request Process, or have any questions or concerns, please reach out to us.

Sincerely,

CASAS Staff